

Wednesday, February 22, 2023



Classified Professional Development Committee

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

Gloria Banuelos called the meeting to order at 1:32 p.m.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Gloria Banuelos)

The meeting minutes from the January 25, 2023 meeting were approved unanimously. Sergio Arana abstained.

3. Review of Action Items

3.01 Review of Action Items (Kelly Barton)

Action: Check with District IT how Laura can get Power Automate access.

Laura Knight reached out to District IT a few times but has not received a response. Gloria Banuelos will follow-up with IT as well.

Action: Reach out to IT for a response

Completion Time: ASAP

Responsible: Gloria Banuelos

4. Committee Member Reports

4.01 Reports

Amparo Medina reported that Dr. Gina Garcia will be presenting on HSI at Oxnard College during flex day on March 30. Oxnard College will also be hosting the Distance Education Summit on March 1. The college is supporting approximately 30 faculty and Classified employees to attend Aussie. The OC Professional Development Committee has been able to approve the usage of the \$10,000 annual allotment to support staff development.

Laura Knight shared that since Microsoft cut their training program, there will not be a presentation on Cloud Storage other Microsoft products. Instead, there will be a Camtasia presentation that all can attend.

Sharon Oxford shared that Dr. Aminy will be presenting at the DE Summit. She encouraged all staff to attend this presentation since Oxnard College recently became a teaching college and will be part of the California Virtual Campus Exchange.

Olivia Long reported that Ventura College is interested in developing an employee travel pull to support the professional development of their Classified staff. The campus is still working diligently on the items that were shared in the last meeting.

5. Unfinished Business

5.01 Districtwide/Classified Employee Recognition Program Discussion

Add Districtwide/Classified Employee Recognition Program Discussion to future items while we work on obtaining access to PowerAutomate.

Action:

Completion Time:

Responsible:

5.02 2023 Classified Employee of the Year

Amparo Medina suggested that the Board of Trustees might select the Classified Employee of the Year. The committee decided to continue to have the District Committee select the winner.

Olivia Long and Gilbert Downs made comments about individuals that are selected by each campus receiving greater recognition at the campus level.

Amparo Medina also suggested that a celebration be had for the winners.

5.03 Spring 2023 Professional Development Event Update (Gloria Banuelos, Gilbert Downs, Kelly Barton, Joe Esquivel)

Gilbert Downs stated that he is in the process of securing a presented for the March 30 professional development event. There were some scheduling conflicts. Amparo Medina stated that the three campuses were planning on offering a districtwide classified event and that some of the coordinators were not aware of the work of this committee.

Action: Schedule meeting for subcommittee to finalize date and time

Completion Time: ASAP
Responsible: Cece Chavez

6. New Business

6.01 None.

7. Budget

7.01 Budget Update (Kelly Barton)

We currently have over \$14,500 to spend before April 14. Gilbert Downs mentioned that a large majority would be spent on a presenter.

8. Future Agenda Items

8.01 HSI Training Programs (Gilbert Downs)

Gilbert will provide suggestions after he attends training.

9. Future Meetings

9.01 Future Meetings (Gloria Banuelos)

March 22, 2023

April 26, 2023

May 24, 2023

June 28, 2023

10. Adjournment

10.01 Adjournment (Kelly Barton)

The meeting was adjourned by 2:19 p.m.

11. Attendance

11.01 Attendance

Membership			Yes	No
Gloria Banuelos	<i>Director, Employee Relations and HR Operations</i>	<i>Vice Chancellor of Human Resources Designee, Committee Chair</i>	X	
Kelly Barton	<i>Human Resources Assistant</i>	<i>DAC Classified Senate President Designee, Committee Co-Chair</i>		X
Gabby Chacon	<i>Senior Administrative Assistant</i>	<i>MC Classified Senate President Designee</i>		X
Amparo Medina	<i>Student Activities Specialist</i>	<i>OC Classified Senate President</i>	X	
Olivia Long	<i>Academic Data Specialist</i>	<i>VC Classified Senate President Designee</i>	X	
Gilbert Downs	<i>College Services Supervisor</i>	<i>OC Classified Supervisor</i>	X	
Eric Lopez	<i>Custodial Supervisor</i>	<i>MC Classified Supervisor</i>	X	
Joe Esquivel	<i>Custodial Supervisor</i>	<i>VC Classified Supervisor</i>		X
Elizabeth Thompson	<i>Accounts Payable Supervisor</i>	<i>DAC Classified Supervisor</i>	X	
Maria Urenda	<i>Financial Aid Specialist</i>	<i>SEIU Chief Steward</i>	X	
Trudi Radtke	<i>Instructional Technologist/Designer</i>	<i>MC Subject Matter Expert</i>		X
Tracie Bosket	<i>Instructional Technologist/Designer</i>	<i>MC Subject Matter Expert</i>		X
Laura Knight	<i>Instructional Technologist/Designer</i>	<i>OC Subject Matter Expert</i>	X	
Sharon Oxford	<i>Instructional Technologist/Designer</i>	<i>VC Subject Matter Expert</i>	X	
Matthew Moore	<i>Instructional Technologist/Designer</i>	<i>VC Subject Matter Expert</i>	X	
Sergio Arana	<i>Information Technology Support Specialist II</i>	<i>Professional Development Officer</i>	X	

Recorder: Cece Chavez